



**THE RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1
Issued April 9, 2024**

RFP No. 224 – Summer Camp Food Services

Bid Opening: 11:00 A.M. CST April 16, 2024
Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

Addendum No. 1 is being issued to answer the following inquiries directed to the Recreation and Park Commission for the Parish of East Baton Rouge, BREC, in reference to the above referenced request for proposal. Addendum No. 1 is being issued as a response to the inquiries to clarify specific information. The bid opening for RFP No. 224 – Summer Camp Food Services is scheduled for April 16, 2024 at 11:00 A.M. CST

Questions and Answers

Question # 1

Can I please get clarification as to whether bottled waters need to be included in the RFP Bid or not. I was under the impression that campers all had refillable bottled waters and would not need bottled water catered.

Response:

[Replace Page #23 in RFP #224 – Summer Camp Food Services with the attachment entitled – Revised Page 23 \(Scope of Services \(Revised\)\).](#)

BREC will accept the scanned copy; however, the company for award will have to get an original hard copy will all appropriate signatures and documents will be required to be notarized.

At this time, all other terms, conditions and specifications shall remain the same.

SCOPE OF SERVICES (REVISED)

BREC's Recreation Department requires the following specifications:

- Provide high quality balanced nutritious meals and snacks.
- Present weekly menus at least 2 weeks in advance of each session for approval by BREC staff.
- Camp Meals & Snacks Weekly (**Monday – Friday**), **June 3 – July 26, 2024**. Excluding the week of July 1-5, 2024.
 - 9 sites which each have up to 50 campers per day
 - 4 sites which have up to 25 campers per day
 - 1 site with up to 10 campers per day
- Camp Meals & Snacks Weekly (**Monday – Friday**), **July 29- August 2, 2024**.
 - 6 sites which have up to 50 campers per day
 - 4 sites which have up to 25 campers per day
- Camp meals & snacks for staff up to 6 per site.
- Warm meals to be provided during “at camp” days and to-go box/bag lunch for field trip days. Based on camp schedules to be provided prior to each week of camp.
- Delivery of meals & snacks daily to at least 4 sites.
 - Delivery time for meals on “at camp” days is between 11AM and noon.
 - Delivery time for field trip days is between 8-9AM
- If meals are being picked up by BREC staff:
 - Pick up time between 7:30 and 8:30 for field trip days
 - Pick up time between 10:30 – 11:30 for “at camp” days
- **All utensils, napkins, condiments, and servicing ware will be provided with each meal.**
- Flexibility to change based on weekly number fluctuations.
- Meals & Snacks will be delivered and/or sent out with adequate temperature control methods to meet all health guidelines.
- Ability to meet reasonable dietary restrictions within the camp setting.

BID OPENING DATE:

Bid Opening Date Change from **April 11, 2024** to **April 16, 2024** on LAPAC

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's bid or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to the proposal deadline in an envelope marked with the sealed bid number, bid deadline date and time. If you have not submitted your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

(Company)

(Date)